Department of Employment Services (DOES)
Summer Youth Employment Program (SYEP)
Frequently Asked Questions

Registration

Q1.   What is the period of the program?
A1.   The program will begin on Thursday, June 18, 2009 and will end on Friday, August 21, 2009.

Q2.   How do I apply for the 2009 Summer Youth Employment Program?
A2.   All applicants **must register online** and complete all required fields. If you are under the age of 18, you must print out the Parental Consent Form which *must* be signed by you and your parent or guardian.

Q3.   Where can I register?
A3.   Registration will only be offered online; it can be accessed at
https://summerjobs.dc.gov/youthreg.aspx

Q4.   Do I have to register online?
A4.   Yes. We are not accepting paper applications.

Q5.   What if I do not have an e-mail?
A5.   Youth must establish an e-mail account or may use a parent, family member, or guardian's email address to receive all correspondence regarding the 2009 Summer Youth Employment Program. Emailed items will include the status of registration and information regarding their orientation date and time.

Q6.   I registered for the SYEP last year, am I required to register again for this year's program?
A6.   Yes. Applicants must apply each year.

Q7.   I don't have internet or computer access. Where can I find public access to a computer to register?
A7.   If you do not have computer and internet access, you may register at any D. C. Public Library, your school, and recreation centers. We have provided a specific list of locations that are allowing youth to use their computers and internet to register. The list can be found at
http://does.dc.gov/does/frames.asp?doc=/does/lib/does/pdf/online_registration_sites_all_wards.pdf

Q8.   Once I have completed the application process, how will I be notified?
A8.   Notification of enrollment and acceptance will be sent to the e-mail address that you provided on your 2009 Summer Youth Employment Program Application.

Q9.   What is the deadline for submitting the 2009 SYEP Application?
A9.   Registration ends May 1, 2009. Youth who register prior to the registration deadline are able to select their field of preference for employment.

Q10.   What happens if I do not select my field of preference by May 1 but I have already registered?
A10.   Youth are encouraged to submit and complete the registration process by May 1, 2009 in order to be able to select the field youth would like to work in. Youth who do not select their field of

preference by May 1, 2009 lose the ability to select their job. They will automatically be placed in sites that have open spaces available, regardless of the youth's job preference.

Eligibility

Q11. **What are the eligibility requirements in order to participate?**
A11. To be eligible, an applicant must be a **District** resident, 14 - 21 years of age. Therefore, if you are 13 years of age you must turn 14 by the start of the program, which is Thursday, June 18, 2009.

Q12. **I am 21 years old and will turn 22 on June 18, 2009. Am I eligible to apply for the 2009 Summer Youth Employment Program?**
A12. No, individuals who turn 22 on or before the start of the program, Thursday, June 18, 2009 are *not* eligible to apply for the 2009 Summer Youth Employment Program.

Q13. **I'm not enrolled in school, can I still participate?**
A13. Yes, this program is open to all District residents, between the ages of 14 – 21 years old.

Q14. **Do you have to be a DC resident to participate?**
A14. Yes. Proof of DC residency is required.

Q15. **I attend school/college outside of the Washington Metropolitan area. Will I be able to register for the 2009 Summer Program?**
A15. Yes, as long as you are a District resident and are able to provide the documents to verify your residency.

Q16. **I attend a local college, but I am an out-of-state resident. Can I register?**
A16. No, you must be a District resident to participate in the District's Summer Youth Employment Program.

Q17. **Do I need a resume?**
A17. You must have a resume to be considered for a position with private sector businesses. The Private Sector Initiative Program requires that participants be registered for the summer program. You must have your registration receipt and an updated resume in order to be pre-screened and qualify for a Private Sector summer position. Please be advised that positions are limited and not guaranteed.

Q18. **Do I need a work permit to participate?**
A18. No, you do not need a work permit to participate in the District's Summer Youth Employment Program.

Q19. **I am a part of the out-of-school or in-school program. Can I still register for a summer job?**
A19. No, because you are already being paid to participate in a year-round program.

Q20. **I'm pregnant, can I still work?**
A20. Yes, but if your worksite requires you to do manual labor or something that will jeopardize you or your unborn child's health, we will transfer you to another site.

Certification

Q21. **What are the required documents to register and be certified?**

A21. Youth must provide documentation to determine eligibility for the Summer Youth Employment Program. In order to participate, we will need to verify the following:

1. Date of Birth
2. Eligibility to work (citizenship)
3. Social Security Number
4. DC Residency (must include the applicant's name)
5. Signed Parental Consent Form if youth are under the age of 18

Please refer to our Acceptable Documents list at
http://does.dc.gov/does/frames.asp?doc=/does/lib/does/pdf/acceptable_document.pdf

Q22. Will I have to take a drug test?
A22. Some of our worksites do require that you take a drug test.

Q23. How will I know if I am missing documents for certification?
A23. You will receive an email from our office informing you when and where to submit them.

Q24. I turned in all my documents last year; do I have to submit them again?
A24. Yes.

Q25. Will I be allowed to work if I do not complete the certification process?
A25. No, all participants must complete the certification process prior to receiving an acceptance letter to report to a worksite.

Job Placement & Selection

Q26. Am I guaranteed placement in this year's program?
A26. If all requirements are met, to include completed registration, completed certification, completed orientation process and selection of your career choice, you will be notified by e-mail and are guaranteed placement. Note: Placement may not be in field of choice.

Q27. How do I select my job preferences?
A27. Soon after submitting your online application, you will receive an email alerting you that it is time to log back into your account to select up to 5 job preferences. To do so, log back in at http://summerjobs.dc.gov using your email address and password that you submitted on your application. You can continue to log in and change your 5 preferences until you have been selected for a job. For step-by-step instructions, you may review the job selection process at http://does.dc.gov/does/frames.asp?doc=/does/lib/does/how_to_select_jobs_04-03-09_3_edited.pdf

Q28. Can I be assigned to the same training site I had last summer?
A28. Yes; however, it is the responsibility of the host agency to contact their requested youth and tell them to apply for their job site. You must then rank their job site as your top pick.

Q29. How will I know if I've been selected for a job?
A29. Employers will begin selecting participants beginning April 21, 2009. You will receive an email notification once an employer has selected you for their job site. After you have been selected, you cannot apply for a new job, nor can you change your job site.

Orientation

Q30. **When will orientation notifications be mailed out? Where will it be held?**
A30. Since youth will be registering online, we will be emailing orientation notifications with details on when and where to attend orientation.

Payment

Q31. **Do I get paid for holidays?**
A31. No, youth will only be paid for the hours they work.

Q32. **Is the rate of pay the same for all ages? How much will I be paid?**
A32. Yes. Youth will be paid the federal training wage of $6.55 per hour. However, individuals who compete for positions within the federal government or private sector may be paid at a higher rate.

Q33. **How many hours am I allowed to work and be paid for?**
A33. Youth ages 14 – 15 years old are allowed to work no more than 20 hours a week.
Youth ages 16 and older are allowed to work no more than 30 hours a week.

Q34. **I am a college student. Will I still receive the same rate of pay?**
A34. Yes; however, individuals who are at least 18 years of age could possibly receive higher pay if they are competitively hired as a supervisor at select sites. Additionally, some applicants that are hired in a position within the federal government or private sector may receive a higher rate of pay.

Q35. **Are we still using EBT cards?**
A35. No, all participants will receive a Debit Card. Participants at least 18 years of age have the option of enrolling in Direct Deposit instead of receiving a Debit Card.

Q36. **Where and when do I have to go to pick up my Debit Card?**
A36. Your Debit Card will be mailed to you.

Q37. **When will I receive my Debit Card?**
A37. Debit Cards will be mailed out to participants closer to the start of the program.

Communication

Q38. **Will I receive all my information via mail?**
A38. All initial communication will be through email, which is why it is important for you to check your email regularly. You will receive your final acceptance letter and worksite assignment at the mailing address that you submitted in your online application. Additionally, you will receive your Debit Card and One Card in the mail.

Q39. **I made a mistake on my application, who do I contact to correct it?**
A39. You can send an email to summerjobs@dc.gov with your name, the last 4 digits of your SSN, and the information which you would like corrected.

Q40. **I haven't received a confirmation email, what should I do?**
A40. First, please make sure our emails are not being filtered automatically, and are not going straight to your junk, spam, or trash folders. If an email is not found in one of those folders, you can send an email to summerjobs@dc.gov with your name, the last 4 digits of your SSN, and the email address you used to register.

Office of Youth Programs Information

Q41. **Is there a number I can call if I have any questions or concerns?**
A41. Yes. You may call the front desk of the Office of Youth Programs at (202) 698-5832.

Q42. **Is there an email address I can use if I have any questions or concerns?**
A42. Yes, summerjobs@dc.gov